

NUTRITION EDUCATION TECHNICIAN

DEFINITION: Under general supervision, performs duties of moderate difficulty in providing food demonstrations and public education on food storage and safety and nutritional value of commodity foods to program clients; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbent of this class.

TASKS:

Provides public education on the commodity program; conducts nutrition education, such as food demonstrations, cooking procedures, food safety, ensuring that program recipients are instructed in the proper methods of storing commodities and in their proper use; provides taste tests of USDA commodities using non favorite items and introduces a variety of recipes so clients are able to use the commodities;

Collaborates with the Indian Health Services (IHS) Nutritionists, Diabetes Program, Health Education Program and other Navajo Nation, federal, state and county offices regarding nutritional guidance and nutrition education materials; assists in the development and preparation of educational material incorporating culturally appropriate nutrition education and distributes material to clients; disseminates information on the use and storage of commodities through fact sheets, posters and presentations.

Conducts home visits to home bound eligible households upon request; may assist clients with completing application; observes and abides by policies and procedures governing confidentiality; may assists with processing commodity shopping list utilizing an automated inventory system; cleans cooking area and/or utensils; attends meetings, training or educational classes to enhance or obtain additional knowledge in nutrition education; prepares required reports.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of USDA food guidelines and requirements.

Knowledge of Navajo culture and tradition.

Knowledge of the principles and practices of nutritional programs.

Skill in interacting with clients to effectively educate them in the use of the commodities provided.

Skill in developing culturally appropriate teaching materials.

Skill in public speaking and communication methods and techniques.

Skill in operating a variety of office equipment, including personal computers, telephone, and calculators.

Skill in communicating effectively in oral and written form.

Skill in establishing cooperative work relationships with those contacted in the course of the work.

Ability to modify standardized recipes and incorporate new recipes.

Ability to interpret and use food product nutritional label information.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort interacting with clients in an office setting; may require traveling to warehouses.

MINIMUM QUALIFICATIONS:

- An Associate's degree in Health, Health Education or related field; and two (2) years of experience providing nutrition education in a community, school or hospital setting.

THE NAVAJO NATION

Class Code: 3847
Community Education and Counseling Series
Food and Nutrition Worker Group
Overtime Code: Non-Exempt
Pay Grade: 59

NUTRITION EDUCATION TECHNICIAN

PREFERRED QUALIFICATIONS:

- Two (2) years of nutrition education work experience involving food demonstration and translating food labels.
- Excellent customer service.

SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit, a First Responder Certificate and a Cardiopulmonary Resuscitation (CPR) Certificate within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.